

Conflict of Interest Assertion Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally assert my conflict of interest in relation to [describe the specific situation or project]. I believe it is important to disclose any potential conflicts that may affect my judgment or the integrity of our work.

The nature of the conflict involves [briefly describe the nature of the conflict, e.g., financial interests, personal relationships, etc.]. I recognize the importance of transparency and wish to ensure that all parties are informed.

I am committed to addressing this matter appropriately and am willing to discuss any steps that need to be taken in order to mitigate this conflict. My goal is to maintain the highest level of professionalism and integrity in our work together.

Thank you for your understanding. I look forward to your guidance on how to proceed.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]